



STATE OF ARIZONA Fixed Assets Guide

All agency reporting of fixed asset information will now be completed through infoAdvantage. Please follow this guide to complete fiscal year closing requirements.

On July 30, 2018 the PUBLISHED report, "FIN-AZ-AM-N598 CAFR FYE Closing Package" containing your agency's Fiscal Year 2018 fixed asset activity will be available under:

Public Folders > Department Folders > "Your Agency" > "Your Agency" Published Reports

FIN-AZ-AM-N598 CAFR report is a comprehensive summary fixed asset report, containing Fixed Asset Closing Package forms 44, 46, 48, 49, & 50. Forms 46, 48, and 49 are prepopulated with your agency's fixed asset information from the Fixed Asset Module.

Please download this report and follow the instructions as indicated.

**** When downloaded to Excel, row heights will need to be adjusted.**

Note – this is a published report to be available as of July 30th in order to ensure that all fixed asset activity is captured for the fiscal year. Depreciation for the 13th month will run on July 28th. To review your agency's fixed asset activity prior to receiving this report, refer to the Statewide detailed fixed asset reports:

- FIN-AZ-AM-N599 Fixed Asset Acquisitions
- FIN-AZ-AM-N602 Fixed Asset Disposals
- FIN-AZ-AM-N603 Fixed Asset Accumulated Depreciation
- FIN-AZ-AM-N610 Asset Listing
- FIN-AZ-AM-N542 Asset Expenditures by Period